

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: AV-VIDEO SYSTEMS TECHNICAL ANALYST
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 002907

OVERVIEW

The AV-Video Systems Technical Analyst will be a part of the AV-Video Systems Development and Integration Unit, Education Division, of the Administrative Office of the Courts (AOC), which provides support for distance and traditional education including satellite, video, videoconference and web based programs, live conference AV technical support offsite and in a conference center, and the development of AV technical infrastructure standards for the AOC, Appellate Courts, and Trial Courts. The AV-Video Systems Technical Analyst will provide research, business, and technical analysis in support of the development of statewide standards for videoconference and related technologies.

RESPONSIBILITIES

Under the supervision of the Supervising AV-Video Systems Technical Analyst, the AV-Video Systems Technical Analyst will perform the following responsibilities:

- Research current and future video systems and equipment needs in existing and future court facilities statewide through surveys, site visits, and by establishing working groups;
- Collaborate with Judicial Branch IT and Architectural staff and consult with branch clients to identify functional requirements for videoconferencing and related A/V systems, and create and manage project implementation plans for audio, video and AV systems in Judicial Branch facilities;
- Resolve complex problems related to interfaces, connectivity, and integration of audio, AV and video systems hardware, software, and control systems with new and existing equipment, and confers with staff of the Information Services and other branch divisions on systems integration and interface issues;
- Develop cost benefit analyses, concept papers, budget justifications, RFPs, and contracts;
- Research, analyze, recommend, and apply new technologies appropriate to judicial branch needs and explains system technical constraints and compatibility issues;
- Develop performance testing criteria, standards and maintenance plans;
- Investigate, analyze, and evaluate project feasibility; develops project cost and benefit estimates; and estimate project resource needs for staff and consultants;
- Analyze statewide judicial branch video systems requirements and develops proposals for alternative solutions and implementation; and
- Oversee testing and quality control of installed audio, video and AV systems and provide data to division staff responsible for acceptance of contract installation work.

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in audio and video engineering, and two years of technical experience in the design, installation, integration, and support of audio, video, AV and AV control systems hardware, software and infrastructure. Additional relevant experience may be substituted for the education requirement on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the required experience.

OR

One year as a Staff Analyst with the judicial branch.

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of:

- Project management, technical presentation, and working with inter-departmental and multi-disciplinary teams;
- AV and video presentation technologies;
- Videoconference technologies;
- Interfaces between IT and AV technologies;
- Principles of audio & video systems design, development, and implementation;
- Repair procedures for audio, video, and AV equipment and systems used in the judicial branch;
- TV broadcast and satellite technologies is a plus;
- Principles and procedures for disaster recovery;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

WORKING CONDITIONS

- Must be able to respond to audio and video systems emergencies;
- Work occasional evening and weekend hours; and
- May be required to travel statewide as necessary.

HOW TO APPLY

In order to be considered, you must do complete and submit an official application. Along with your application, you must complete and submit the supplemental questionnaire for this recruitment. Submitting a resume is optional. The online application will allow you to perform all of these actions.

We recommend applying online. To apply online, go to <http://www.courtinfo.ca.gov/careers>

- Click on "View postings and apply for jobs."
- Search for job requisition 2907.

OR

You may obtain a written application from the following address:

Administrative Office of the Courts
Human Resources Division
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

Or download a printed copy under the "Special Access and Application Help" section on the Careers page of our website.

PAY & BENEFITS

Salary Range: \$6,039 to \$7,340 per month
(Starting salary may vary between \$6,039-\$6,643 per month.)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan

- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
AV-VIDEO SYSTEMS TECH ANALYST
Job Req #002907**

This supplemental questionnaire must be completed and returned with your application in order for your application to be considered for review.

This supplemental form is intended to provide more detailed information about your work experience. Your answers to the following questions will allow us to better assess your qualifications.

Your answers to all of the questions should be no more than two pages (total) in length. In each of your responses, please indicate for which employer you performed these functions.

1. List the audio, video, and A/V technologies you've used most frequently.

2. Describe your experience in designing and implementing audio, video, and A/V systems plans and projects.

3. Describe the most complex problem you've experienced related to interfaces, connectivity and integration of audio, AV and video systems hardware, software, and control systems with new and existing AV equipment and with IT equipment.